



About the Latin American Association

Founded in 1972, the Latin American Association (LAA) is the longest serving and largest provider of social and immigration legal services in Atlanta's Latino community. Last year, our services and programs impacted more than 40,000 individuals.

The LAA is a 501(c)(3) nonprofit organization.

Vision: Opportunity for All

Mission: To empower Latinos to adapt, integrate and thrive

Job Title: Managing Director of Immigration
Focus Area: Immigration
Reports to: Executive Director
Status: Full-Time/Salaried/Exempt

Position Purpose: The Latin American Association (LAA) seeks a talented legal professional for the position of Managing Director of Immigration to lead and manage the organization's Immigration focus area and immigration legal services work at the LAA's three service centers in Atlanta, Lawrenceville and Athens, GA.

Duties and Responsibilities:

- Manage department staff of attorneys, paralegals, administrative assistants, interns/law students and volunteers
- Providing daily operational oversight of programs and services, staff training and professional development
- Work with clients as necessary to deliver direct services, including consultations and high-quality legal representation before USCIS and EOIR
- Maintain accurate and orderly calendar appointments, deadlines and case files
- Maintain the Legal Server database and procedures for recording, tracking and managing clients
- Maintain statistics of applications and pleadings filed, hearings attended, case outcomes
- Set annual department goals and ensure all program objectives and grant requirements are met
- Prepare monthly outcomes reports, grant reports and other documents as required
- Prepare annual departmental budget (and program budgets as required) and ensure department remains on budget through each year
- Develop and implement strategies to grow and sustain departmental programs and services, including domestic violence legal services, general immigration legal services, removal defense services (including legal services for unaccompanied children) and services in response to the federal administrative relief order
- Identify new funding opportunities and resources to grow and sustain the Immigration Department
- Ensure revenue generated by the department through fee-for-service activities
- Form and maintain professional affiliations with relevant state and national organizations
- Interface with law firms and other legal professionals and represent the department and LAA as required



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Duties and Responsibilities (CONTINUED):

- Monitor changes in the immigration laws as they affect clients and the agency and offer in-house training to department staff

Qualifications:

- ***Fluency in English AND Spanish REQUIRED***
- J.D. degree from an accredited law school
- Member in good standing of Bar of State of Georgia
- Minimum 5 years of experience practicing immigration law
- Minimum 3 years of experience managing and supervising staff
- Demonstrated experience in a leadership role
- Previous experience working in a non-profit or pro bono setting or with a legal services organization
- Reliable transportation, valid driver's license and satisfactory DMV history
- Strong written and oral advocacy skills
- Excellent communication and interpersonal skills
- High degree of proficiency in Microsoft Word, Excel and Power Point
- Demonstrated ability to work independently and in a team environment
- Sensitive to the needs of low-income and culturally diverse clients
- Demonstrated dedication to working in a non-profit setting or pro bono capacity

Compensation: Salary commensurate with experience and background.

Applicant will be required to successfully pass a background check, including education verification, licensure verification, criminal history and DMV history, as a condition of employment.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform other related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Learn more about the LAA at www.thelaa.org.

To apply, submit cover letter, resume and salary requirements to atorres@thelaa.org.